



Policy: 1001
Procedure: 1001.04
Chapter: Structure and Authority
Rule: Executive Administration
Responsibilities

Effective: 08/29/06
Replaces: 1004
Dated: 06/01/99

Purpose:

The Director of the Arizona Department of Juvenile Corrections (ADJC) creates and leads a team of executive administrative personnel that coordinate and administrate operations of the Department.

Rules:

1. The **ADJC DIRECTOR** shall serve as the team leader for Executive Administration personnel.
2. The **EXECUTIVE ADMINISTRATIVE TEAM** shall perform the following functions, including, at a minimum:
 - a. Program and facility operations development, implementation, monitoring, and evaluation;
 - b. Support services administration;
 - c. Budget development and fiscal services;
 - d. Human resource development;
 - e. Strategic Planning;
 - f. Policy and procedure development and Legal Services;
 - g. Legislative liaison;
 - h. Public information;
 - i. Investigations and Inspections, and special assignments.
3. At the request of the Director, the **DEPUTY DIRECTOR** shall serve as the Team Leader for Operations for the Agency.
 - a. The **FOLLOWING PERSONNEL** shall serve as members of the Operations Team. Leaders from:
 - i. Facilities;
 - ii. Education;
 - iii. Medical and Behavioral Health;
 - iv. Community Corrections.
 - b. The **DIRECTOR OR DEPUTY DIRECTOR** may call on other members of Executive Administration to support these operations, as necessary.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
09/01/2006	Michael D. Branham, Director		